



PROPERTY SUPERVISOR

Purpose:

To actively support and uphold the City's stated mission and values. To plan, organize, supervise and participate in the receipt, preservation and release of property and evidence to appropriate personnel in accordance with Federal and State laws and City ordinances.

Supervision Received and Exercised:

Receives general supervision from the Operations Support Administrator, or from other supervisory or management staff.

Exercises direct supervision over Property Technician or other property facility staff.

Examples of Duties:

This class specification is intended to indicate the basic nature of positions allocated to the class and examples of typical duties that may be assigned. It does not imply that all positions within the class perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.

Duties may include, but are not limited to, the following:

- Plan, organize and supervise the receipt, storage and release of impounded property; plan, prioritize, assign, supervise and evaluate the work of the police property facility staff.
- Evaluate and monitor police property operations and activities; recommend improvements and modifications; ensure compliance with applicable Federal, State and local laws and ordinances; review facility paperwork for accuracy and completeness.
- Assist in the planning of facility renovations and new construction.
- Recommend and assist in the implementation of goals and objectives; establish schedules and procedures and changes in policies and procedures for property warehouses activities; implement and ensure compliance with policies and procedures.
- Participate in budget preparation and administration; prepare cost estimates for budget recommendations; submit justification for budget items; monitor and control expenditures.
- Coordinate the receipt of items of evidence collected by police officers; inventory and log all items; mark and store all evidence in an orderly manner for quick retrieval.

Effective March 1991

Revised October 1996

Title Change January 2002

Revised duties and MQ January 2005

CITY OF TEMPE

Property Supervisor (continued)

Police Department

- Supervise the receipt and storage of money, narcotics, biohazard materials, and other items of a sensitive nature in an appropriate manner to ensure their security.
- Coordinate the maintenance of files and records regarding the disposition of property; ensure proper inventory, logging and disposition procedures are followed in accordance to established guidelines.
- Investigate the disposition of criminal cases in order to determine appropriate disposition of impounded property.
- Testify in court regarding the integrity of property storage, preservation and transportation.
- Receive, inventory and secure abandoned or found property; compare articles from serial numbers and descriptive features; attempt to locate owners of property and return property to owner.
- Use electronic and physical security methods and systems, bar-code inventory systems, Windows XP, Microsoft Word, Excel, and Outlook.
- Coordinate timely disposition of evidence via coordination with Police Department and City and County Courts; advise department personnel regarding the laws and policies of evidential property control.
- Oversee the destruction of narcotics and firearms following carefully prescribed procedures.
- Advise department personnel of the laws and policies of evidential property control; instruct and train new personnel assigned to the Police Department, and provide continuing education for existing department personnel.
- Oversee the maintenance of the Property facility and the various equipment within.
- Answer citizen inquiries over the telephone and in person regarding property dispositions; investigate and respond to citizen complaints, and recommend corrective action to resolve complaints as necessary.
- Participate in the selection of staff; provide or coordinate staff training; work with employees to correct deficiencies; implement disciplinary action.
- Coordinate and supervise bicycle auctions.
- Direct the release of impounded property to citizens, sworn police personnel and other law enforcement agencies.
- Package, label and send property articles to other cities, states and agencies.

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Revised duties and MQ January 2005

CITY OF TEMPE

Property Supervisor (continued)

Police Department

- Prepare and compile various periodic reports on operations and activities.

Experience and Training Guidelines:

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Three years of increasingly responsible experience in law enforcement, and/or in the handling of evidence in a police property facility, including a minimum of one year of supervisory experience in a criminal justice, law enforcement environment. Formal training in property management including the use and understanding of bar-coding as it relates to inventory control, project management, biohazard material handling, firearms safety, and dangerous drugs is desirable.

Training:

Equivalent to the completion of the twelfth grade, supplemented by training or college-level course work in criminal justice, evidence handling, inventory control, business or public administration, or a related field of study. An Associate of Arts (AA) degree from an accredited college or university is highly desirable.

Licenses/Certifications:

Possession of, or ability to obtain within six months of hire, an Arizona Department of Public Safety Terminal Operators Certificate, Level B.

Possession of, or ability to obtain, an appropriate, valid Arizona driver's license.

Possession of, or ability to obtain, an appropriate, valid Arizona forklift operator's certificate.

This position is included in the City's classified service, pursuant to City of Tempe Personnel Rules and Regulations, Rule 1, Section 104.

Job Code: 3465

Salary Range: 28

Compensation Plan: P40 / Regular

FLSA: Non-Exempt

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